Instructions for Accessing the MCtime Web Based Training Tutorials

1. Access the WBT website through the MCtime website. Log in using your County login and password.
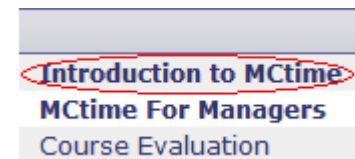
Login
Enter Work ID:
Enter Work Password:
Login Now   Clear

2. Enroll in the appropriate class. Employees take the MCtime For Employees course and Managers take the MCtime for Managers course.

Other Available Classes
Additional classes which are available.
	Enroll Info
HIPAA Basic Privacy 2008	
HIPAA_Client_Rights	
HIPAA_Internal_Business	
IM RMS	
MCtime For Employees	
Mctime For Managers	

3. Click on the Process button

Process

4. Your enrollment status will Now be verified. Go back to the home screen.

Return To Home Page

5. You can now enter the class in which you are enrolled.

Classes - Currently Enrolled
	Enter Info
Accountability and Ethics	
Emp NonRep ePerform 2008	
Mctime For Managers	

6. Click on the Introduction to MCtime link to begin.

Introduction to MCtime
MCtime For Managers
Course Evaluation

7. Use the arrows on the right bottom side of the screen to navigate through the lesson.

8. Click on the Lesson Over button when the lesson is completed

Lesson Over

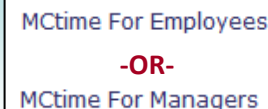9. Proceed to the MCtime for Employees (or Managers) lesson.

MCtime For Employees
-OR-
MCtime For Managers

10. Select the MCtime for Employees (or Managers) section.

MCtime For Employees

MCtime For Managers

11. The course will begin. Use the arrows on the bottom of the page to navigate through the course.
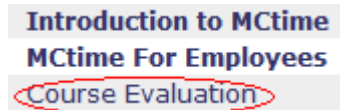
12. Monitor the progress of the course with the Outline Window on the left side of the course.

Outline

13. When the course is completed, click on the Lesson Over button on the upper left side of the window

Lesson Over

14. Now that all lessons have been completed, proceed to The Course Evaluation

Introduction to MCtime
MCtime For Employees
Course Evaluation

15. Once finished with the evaluation, click the Home button on the upper left side of the window to return home.

Home

16. Back at the Home Screen, the course is now listed as Complete. That's it!

Classes - Completed

	Enter	Info
ISATP	▶	ℹ
MCtime For Employees	▶	ℹ
MCtime For Managers	▶	ℹ